

# Clean Water Act §106 Water Pollution Control Program Grants

## Funding Opportunity for Tribal Water Pollution Control Program Grants



**FY2008**

Clean Water Act Section 106  
(CWA §106)

CFDA Number: 66.419

## TRIBES ACHIEVING ENVIRONMENTAL RESULTS WITH CWA §106 FUNDS

### EPA CWA §106 Tribal Workshop (August 2007)

Learning to test  
surface water quality

Cerrito Creek  
El Cerrito, California



### Salt River Pima-Maricopa Indian Community



The Salt River Pima-Maricopa Indian Community of central Arizona is achieving environmental results by effectively managing their water pollution control program (CWA § 106). Water quality program personnel have monitored four sites on two rivers and in one wetland, where pollutant reduction (turbidity and sediment) was achieved; created databases for assessment of surface water, groundwater, and soil quality, and documentation of environmental results; organized outreach activities for area students and tribal members; led training sessions for other tribes; drafted surface water quality standards; and developed a storm water program to control runoff and to raise awareness of water quality challenges in the community.

*(Top to Bottom) Environmental Specialist Gina Leverette assists a high school student with a science project, members of the Arizona Boys and Girls Club tour the Cottonwood Wetland, and "Project Can-It", which promotes environmental stewardship through recycling and litter clean-up.*

## FUNDING OPPORTUNITY DESCRIPTION

The U.S. Environmental Protection Agency (EPA), Region 9 is now accepting Federal Fiscal Year 2008 (FY08) Clean Water Act Section 106 (CWA §106) Water Pollution Control Program grant proposals. The purpose of the Water Pollution Control Program is to assist Federally-recognized Indian Tribes with achieving environmental results by developing institutional capacity to administer water pollution control programs and to protect, improve, and enhance natural resources. These grant funds are for use during the grant period beginning either July 1, 2008 or October 1, 2008.

## FINAL GUIDANCE ON AWARDS OF GRANTS TO INDIAN TRIBES UNDER SECTION 106 OF THE CWA

The October 2006 *Final Guidance on Awards of Grants to Indian Tribes under Section 106 of the CWA* (Guidance) provides Tribes with information on how to design and implement effective, adaptive, and successful water quality programs. The guidance also provides EPA with a framework of procedures and guidelines for awarding and administering these grants. The guidance is effective for grants issued in FY07 and beyond.

All applicants are encouraged to refer to this *Guidance* when initiating, developing, or implementing a water pollution control program and when preparing their workplans. The *Guidance* seeks to help Tribal water quality programs at various levels of sophistication and development. For new programs, it provides models for successfully initiating and developing a water quality program. For Tribes with well established programs, it contains additional water quality protection activities to consider. To meet the needs of Tribes at all levels of development, the *Guidance* presents basic steps a tribe can take to collect the information it will need to make effective decisions about its water quality program.

In addition, the *Guidance* outlines new reporting requirements and data expectations for all tribal programs receiving CWA Section 106 funds. The new reporting requirements will help Tribes collect critical data and information for effective management of their water quality programs. They also will help EPA measure environmental results of the CWA Section 106 program and comply with the Government Performance and Results Act (GPRA) and EPA's associated Strategic Plan, and other federal requirements.

The *Guidance* may be downloaded from the U. S. EPA website:

<http://www.epa.gov/owm/cwfinance/106tgg07.html>

or by contacting the EPA Project Officer/Tribal Contact in your area. **(See Agency Contacts section for the name of the Project Officer in your area).**

## EPA'S STRATEGIC PLAN

EPA'S 2006-2011 Strategic Plan describes the programmatic and quantitative measures for improving water quality nationwide and sets five long-term goals for the next 5 years. The focus of the Strategic Plan is to achieve measurable environmental results. The plan includes strategic targets the EPA uses to track progress quantitatively.

## EPA'S STRATEGIC PLAN (cont.)

The strategic plan is available online at:

[www.epa.gov/ocfo/plan/plan.htm](http://www.epa.gov/ocfo/plan/plan.htm)

The objectives and subobjectives associated with Goal 2, Clean and Safe Water, address issues that apply to Tribal and state water quality programs. **(See *Grant Workplan and Application Submission Information* section for the list of objectives and subobjectives).** Tribes and intertribal consortia, as recipients of grant funds, play an integral part in achieving EPA's objectives and subobjectives and in demonstrating environmental results.

## AWARD INFORMATION

Region 9 anticipates it will allocate approximately \$8.1 million to support CWA §106 tribal programs. This funding will allow EPA to award grants between \$40,000 & \$200,000; first-time eligible applicants may receive grants for \$40,000.

## ELIGIBLE ACTIVITIES

Activities eligible for funding under this grant program include, but are not limited to:

- Hiring qualified staff to identify and prioritize water quality issues in order to plan, develop, improve, and maintain a water quality protection program;
- Performing water quality monitoring, quality assurance, and associated data management;
- Developing a water quality assessment report;
- Conducting studies related to water pollution control;
- Leasing/renting office space and purchasing equipment necessary for program implementation;
- Implementing and enforcing pollution control measures (e.g. ordinances);
- Developing and implementing ground water programs;
- Developing a Nonpoint Assessment and Management Program;
- Developing a Watershed-Based Plan;
- Training and travel.

Ineligible activities include, but are not limited to:

- Construction, operation, or maintenance of wastewater treatment plants or drinking water systems;
- Costs that are already financed by other grants;
- Nonpoint source (NPS) management measures requiring construction (i.e., "on the ground" implementation management measures);
- Public Water System Supervision (PWSS) compliance monitoring.

## ELIGIBILITY INFORMATION

**Eligible Applicants:** Federally recognized Indian Tribes that meet and are approved for CWA §106 Financial Assistance Eligibility (FAE).

**First Time Applicants:** Tribes that have never received funding under CWA §106 must first establish Financial Assistance Eligibility (FAE) with EPA (also known as Treatment As a State–TAS), as described in Region 9's *Clean Water Act Water Quality Planning and Protection Programs Financial Assistance Eligibility Handbook for Indian Tribes* (FAE Handbook). To meet eligibility requirements, a Tribe must:

1. be Federally recognized;
2. demonstrate that it has substantial governmental duties;
3. demonstrate that the tribe has the legal authority and jurisdiction to carry out the activities proposed in the grant application;
4. be capable of carrying out functions to be exercised in a manner consistent with the terms and purposes of the Clean Water Act and all applicable regulations.

First-time applicants may download the FAE handbook from the U.S. EPA Region 9 website:

<http://www.epa.gov/region09/water/tribal/tribal-cwa.html>  
double click on [Water Pollution Control Grants Program](#)

or by contacting the EPA Project Officer/Tribal Contact in your area. **(See Agency Contacts section for the name of the Project Officer in your area).**

## GRANT WORKPLAN & APPLICATION SUBMISSION INFORMATION

**All Applicants Should Submit the Following:** A **DRAFT** detailed workplan and budget describing how the requested CWA §106 funds will be used and which sets forth the basis for the management and evaluation of performance under the proposal **(for sample workplans, see Attachment I)**. **NOTE: A SF-424 grant application is not required to be submitted with the draft workplan and budget.** The workplan should include:

- specific descriptive tasks to be conducted toward the achievement of **(A) EPA's Strategic Plan Environmental Goals and Objectives** and the desired **(B) environmental results (outputs and outcomes)** for each:

A.	<b>Objectives and Subobjectives of EPA's Strategic Plan Goal 2: "Clean and Safe Water"</b>
	<b>"Protect Human Health" Objective 2.1</b>
	Water Safe to Drink <b>(2.1.1)</b>
	Fish and Shellfish Safe to Eat <b>(2.1.2)</b>
	Water Safe for Swimming <b>(2.1.3)</b>
	<b>"Protect Water Quality" Objective 2.2</b>
	Improve Water Quality on a Watershed Basis <b>(2.2.1)</b>
	Improve Coastal and Ocean Waters <b>(2.2.2)</b>
	<b>"Enhance Research to Support Clean &amp; Safe Water" Objective 2.3</b>

## GRANT WORKPLAN & APPLICATION SUBMISSION INFORMATION (cont.)

**B. Examples of Outputs and Outcomes for Environmental Activities**

Activity	Outputs	Outcomes
Monitoring	Number of samples collected	Improved understanding of water body condition
Studies, surveys, etc.	Number of experiments or samples, number of reports	Advancement of knowledge on the effects of pollution
Training & outreach	Number of training sessions, number of persons trained	Increase in knowledge demonstrated by pre- & post-training surveys
Compliance & enforcement	Number of inspections or enforcement actions	Increase in number of facilities that reduce emissions

- estimated staff workyears and estimated funding amounts for each workplan task;
- commitments, deliverables, work products, etc., for each workplan task and a schedule (include interim and final dates and milestones) for the accomplishment of each, and submittal to EPA
- a Tribal match requirement of 5% of the total project costs must be reflected in the workplan and budget.

**All Applicants** should contact their EPA Project Officer/Tribal Contact for assistance with developing workplans and budgets, for completion of the FAE application, or for questions regarding the CWA §106 program; questions relating to administrative or fiscal matters should be directed to your current EPA grants specialist. **(See Agency Contacts section for the name of the Project Officer or Grants Specialist in your area).**

**Pursuant to EPA's review of draft workplans**, applicants may be requested to submit a **complete and FINAL** grant application (i.e., SF-424, workplan, budget, and required forms/certifications, as provided in the application kit).

### OBTAINING AN APPLICATION KIT

**All Grant Applicants** may download application kits from the U.S. EPA Region 9 website:

<http://www.epa.gov/region09/funding/applying.html>  
double click on [EPA Region 9 Application Kit - Regular Award](#)

or by contacting Liz Armour at (415) 947-4264 or by email at [armour.elizabeth@epa.gov](mailto:armour.elizabeth@epa.gov).



## SUBMISSION SCHEDULE

### SUBMISSION DATES

### ADDRESS

**All Applicants: DRAFT** workplan and budget (by mail, email, or fax only)  
**Workplans submitted through Grants.Gov will not be accepted.**

**Due February 1, 2008**

U.S. EPA, Region 9  
Water Division (WTR-10)  
75 Hawthorne St.  
San Francisco, CA 94105  
ATTN: (your Project Officer\*)

**First-Time Applicants** MUST also submit a complete Financial Assistance Eligibility (FAE) application to be reviewed and approved by EPA prior to receiving CWA §106 funding.

**Due January 15, 2008**

**\*See Agency Contacts Section**

**All Applicants: FINAL** grant application and **FINAL** workplan and budget (by mail only)  
**Applications & workplans submitted through Grants.Gov will not be accepted.**

**Due April 1, 2008**

U.S. EPA, Region 9  
Grants Management Office (MTS-7)  
75 Hawthorne St.  
San Francisco, CA 94105

**NOTE:** All grant applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements. An organization can obtain a DUNS number at: <http://www.dnb.com/us/> or by using the toll-free DUNS number request line: 1-866-705-5711.

## APPLICATION REVIEW

EPA, Region 9 considers the following to determine the allocation of CWA §106 funds:

- ✓ Amount of CWA §106 funds allocated to Region 9
- ✓ Number of applicants for the fiscal year
- ✓ Consideration of a base level of funding particularly for the smaller Tribes (i.e., the National formula established a base for funding EPA Regions.)
- ✓ Environmental issues to be addressed and desired environmental results by the Tribe (e.g., public health and water quality)
- ✓ Previous year's performance
- ✓ Unexpended funds (continuing recipients)
- ✓ Maintaining continuity of existing programs
- ✓ Implementation of Agency and Regional priorities
- ✓ Ability of the application/work plan to be funded in segments over a multi-year period
- ✓ Consideration of what it costs to get the job done in a particular area
- ✓ Costs of in-house staff vs. consultants
- ✓ Population/Land Area/Water Area
- ✓ Assessment of on-going capability and readiness to implement programs

## AWARD NOTICES

Assigned EPA Region 9 projects officers (**see Agency Contacts section**) will notify Tribes of the final funding decisions no later than **September 30, 2008**.

## COST SHARING OR MATCHING

A Tribal match requirement of 5% of the total project costs must be reflected in the application, work plan and budget (**see Attachment 2 for information regarding required 5% match and calculation formula**).

## ADMINISTRATIVE AND NATIONAL REQUIREMENTS

**Regulations** governing the award and administration of Water Pollution Control Grant Agreements: 40 CFR Part 31 (Uniform Administrative Requirements for Grants and Cooperative Agreements for State and Local Governments) and 40 CFR Part 35 Subpart B (Environmental Program Grants for Tribes).

**Final Guidance on Awards of Grants to Indian Tribes under Section 106 of the Clean Water Act** discusses requirements contained in the Clean Water Act and its implementing regulations. It provides tribes with a framework to design and implement effective and successful water quality programs and outlines new reporting requirements and data expectations for all tribal programs receiving Section 106 funds. The *Guidance* is effective for grants issued in FY2007 and beyond.

**Disputes:** Procedures at 40 CFR 31.70 will apply.

**Confidentiality:** Applicants must clearly mark information they consider confidential and EPA will make confidentiality decisions in accordance with Agency Regulations at 40 CFR, Part 2, Subpart B.

**EPA Reserves the right to reject all proposals and to not make any awards. All awards are subject to the availability of appropriated funds.**

## REPORTING

**Quarterly project status reports, annual Assessment Reports for Surface Water, and annual Financial Status Reports will be required, as follows.**

- **Quarterly reports** to self-evaluate & to joint-evaluate annual performance under the grant, including:
  1. status of each work plan goal, task, deliverable;
  2. status of expenditures for the reporting period;
  3. summary of accomplishments including the reporting of environmental results & discussion of problems impacting or expected to impact performance;
  4. tasks not on schedule & proposed dates of completion; and
  5. any other information that will provide the EPA Project Officer with information about program status.



## REPORTING (cont.)

- The **Annual Assessment Report for Surface Water** (refer to **Chapters 4 and 8 and Appendix A of the Guidance for a detailed description**) that contains information about surface water quality on Tribal land and demonstrates national results for the Section 106 Tribal program. The Assessment Report shall include:
  1. a description of your **Monitoring Strategy**
  2. **Water Quality Assessment Report**
  3. **Monitoring Data, submitted electronically** for each assessed surface water body:
    - data and metadata for the nine basic parameters that are being monitored (dissolved oxygen, pH, water temperature, turbidity, phosphorus, total nitrogen, macroinvertebrates, e. coli or enterococci, basic habitat information)
- The **annual Financial Status Report** must accurately account for all federal and non-federal funds expended, and identify appropriate use of funds (i.e., allowable and eligible under the program).

## PERFORMANCE PARTNERSHIP GRANTS

Tribes with two or more grants and consistently good performance may be eligible to apply for a Performance Partnership Grant (PPG). PPGs are formed by incorporating funds from at least two PPG-eligible EPA grants into a single PPG, which can decrease administrative burden and increase program flexibility. For those tribes interested in obtaining a Performance Partnership Grant (PPG), please contact your CWA Project Officer to discuss the possibility of obtaining a PPG for your Tribe. Tribes that currently have PPGs should contact your CWA Project Officer with any questions regarding their PPGs and this solicitation.

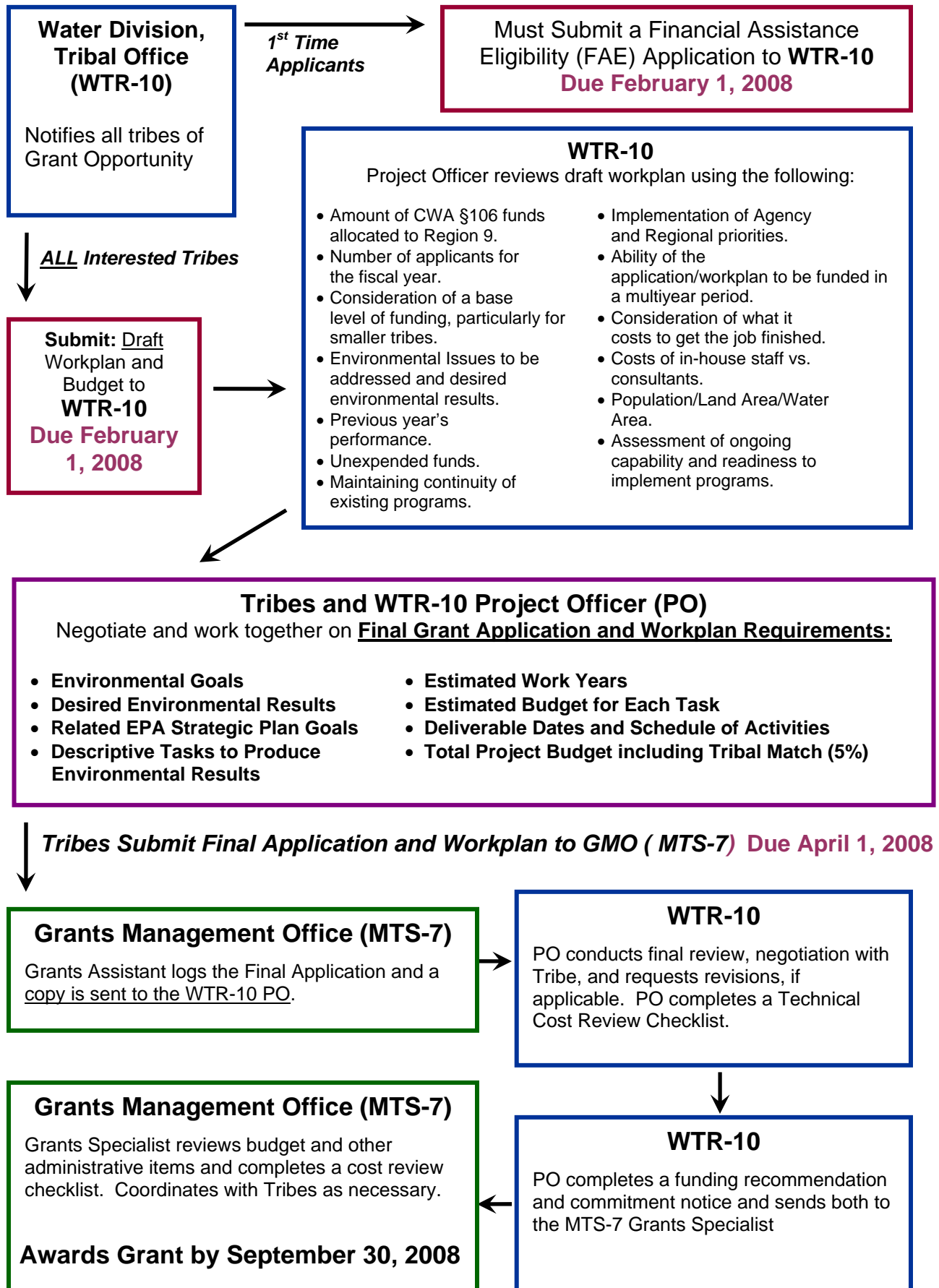
## LIST OF ATTACHMENTS

- Attachment 1—Sample CWA §106 Workplans
- Attachment 2—Recipient's Match
- Attachment 3—Grant Resources on the Internet

## FY2009 ANTICIPATED SUBMISSION SCHEDULE

<b>First-Time Applicants</b> MUST submit a complete Financial Assistance Eligibility (FAE) application to be reviewed and approved by EPA prior to receiving CWA §106 funding.	<b>January 15, 2009</b>
<b>All Applicants: DRAFT</b> workplan and budget	<b>February 1, 2009</b>
<b>All Applicants: FINAL</b> grant application and <b>FINAL</b> workplan and budget	<b>April 1, 2009</b>

**REGION 9 CLEAN WATER ACT, SECTION §106  
TRIBAL GRANT APPLICATION AND FUNDING PROCESS**



## TRIBAL CONTACTS / PROJECT OFFICERS \*

### U.S. EPA, R9 WATER DIVISION (WTR-10) CWA §106 & §319

#### PROJECT OFFICERS

#### TRIBES

Danielle Angeles  
(415) 972-3441  
[angeles.danielle@epa.gov](mailto:angeles.danielle@epa.gov)

No. California: Cahto, Dry Creek (PPG), Hopland, Kashia-Stewarts Point (PPG), Manchester Pt. Arena, Middletown, Pit River, Round Valley, Sherwood Valley, Shingle Springs

So. California: Agua Caliente (PPG), Augustine (PPG), Cabazon (PPG), La Posta, Manzanita, Morongo (PPG), Pechanga, San Manuel (PPG), Twenty-Nine Palms (PPG)

Tiffany Eastman  
(to contact this person, you must dial 1-800-735-2922 for an operator to assist you with your call)  
(415) 972-3404  
[eastman.tiffany@epa.gov](mailto:eastman.tiffany@epa.gov)

Central California: Chemehuevi, Ft. Independence, Timbisha

Nevada: Fallon, Moapa, Pyramid Lake (PPG),

Arizona: CRIT, Ft. Mojave, Kaibab

**Central CA and NV Contact for 1<sup>st</sup> Time Applicants**

Jenée Gavette  
(415) 972-3439  
[gavette.jene@epa.gov](mailto:gavette.jene@epa.gov)

Arizona: Ft. McDowell, Gila River, Salt River (PPG), Yavapai-Prescott

So. California: Cuyapaipe, La Jolla, Torres-Martinez (PPG)

**Southern CA Contact for 1<sup>st</sup> Time Applicants**

Janis Gomes  
(415) 972-3517  
[gomes.janis@epa.gov](mailto:gomes.janis@epa.gov)

So. California: Cahuilla, Los Coyotes, Mesa Grande, Ramona Band, San Pasqual (PPG), Santa Rosa Band, Santa Ynez, Soboba (PPG)

No. California: Coyote Valley (PPG), Karuk (PPG), Quartz Valley, Smith River, Trinidad

Nevada: Duckwater, Goshute, South Fork

**Northern CA Contact for 1<sup>st</sup> Time Applicants**

Audrey L. Johnson  
(415) 972-3431  
[johnson.audreyL@epa.gov](mailto:johnson.audreyL@epa.gov)

Central California: Big Pine, Big Sandy, Bishop (PPG), Cold Springs, Lone Pine, Owens Valley Indian Water Commission, Picayune, Santa Rosa Rancheria, Table Mountain, Tule River, Tuolumne

So. California: Jamul, Pala (PPG), Pauma

Nevada: Yerrington

Vijay Limaye  
(415) 972-3442  
[limaye.vijay@epa.gov](mailto:limaye.vijay@epa.gov)

No. California: Bear River(PPG), Big Lagoon, Blue Lake(PPG), Wiyot/Table Bluff (PPG)

Wendell Smith  
(415) 972-3421  
[smith.wendell@epa.gov](mailto:smith.wendell@epa.gov)

No. California: Cortina

Arizona: Havasupai, Hopi (PPG), Hualapai (PPG), Navajo Nation (PPG)

Nevada: Summit Lake, Yomba

Loretta Vanegas  
(415) 972-3433  
[vanegas.loretta@epa.gov](mailto:vanegas.loretta@epa.gov)

Arizona: Ak-Chin, Cocopah, Quechan, San Carlos, Tohono O'Odham Nation, White Mountain Apache

No. California: Big Valley, Elem, Hoopa Valley (PPG), Redding, Resighini, Robinson Rancheria, Susanville, Yurok (PPG)

So. California: Campo, Rincon

**AZ Contact for 1<sup>st</sup> Time Applicants**

Fax number for WTR-10 Project Officers listed above: (415) 972-3557

Stephanie Wilson  
(775) 885-6190  
(775) 885-6064 (fax)  
[wilson.stephanie@epa.gov](mailto:wilson.stephanie@epa.gov)  
Nevada Office

Nevada: Walker River, Duck Valley, Washoe

\*Contact for questions relating to the FAE handbook and FAE application or to the CWA programs.

12/2007

## GRANTS SPECIALISTS \* / TRIBAL CONTACTS

### U.S. EPA, R9 GRANTS MANAGEMENT OFFICE (PMD-7) WATER POLLUTION CONTROL PROGRAM (CWA §106)

#### GRANTS SPECIALISTS

#### TRIBES

Alba Espitia  
(415) 972-3667  
[espitia.alba@epa.gov](mailto:espitia.alba@epa.gov)

California: Big Sandy, Cuyapaipe, La Jolla, Pechanga, San Manuel, Torres Martinez, Yurok  
Arizona: Ft. Mojave, Havasupai, Navajo

Cheryl Filart  
(415) 972-3676  
[filart.cheryl@epa.gov](mailto:filart.cheryl@epa.gov)

California: Big Lagoon, Resighini

Elizabeth Stahl  
(415) 972-3662  
[stahl.elizabeth@epa.gov](mailto:stahl.elizabeth@epa.gov)

California: Big Valley, Goshute, Coyote Valley, Hoopa Valley, Middletown, Pit River, Quartz Valley, Round Valley, Smith River, Twenty-Nine Palms  
Arizona: Hopi

Fareed Ali  
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[ali.fareed@epa.gov](mailto:ali.fareed@epa.gov)

Arizona: Hualapai, Los Coyotes, San Carlos, Tohono O'dham, White Mountain  
California: Quechan

Gwen Brown  
(415) 972-3661  
[brown.gwenl@epa.gov](mailto:brown.gwenl@epa.gov)

California: Bear River, Karuk, Lone Pine, Manzanita, Pala, Pauma, Santa Rosa Band, Santa Rosa Rancheria  
Nevada: Washoe, Yerrington, Yomba

Elizabeth Armour (Liz)  
(415) 947-4264  
[armour.elizabeth@epa.gov](mailto:armour.elizabeth@epa.gov)

Arizona: Ft. McDowell, Havasupai, Kaibab, Salt River  
California: Cahto, Cortina, Morongo, Redding, Soboba, Susanville

Lisa Meixner  
(415) 972-3669  
[meixner.lisa@epa.gov](mailto:meixner.lisa@epa.gov)

California: Big Pine, Bishop, Fort Independence, Owens Valley, Picayune, Shingle Springs, Robinson Rancheria, Table Mountain, Timbisha, Tule River, Tuolumne

Martha Villarreal  
(415) 972-3666  
[villarreal.martha@epa.gov](mailto:villarreal.martha@epa.gov)

California: Cahuilla, Kashia-Stewarts Point, Manchester Point Arena, Mesa Grande, Santa Ynez

Renee Chan  
(415) 972-3675  
[chan.renee@epa.gov](mailto:chan.renee@epa.gov)

Nevada: Fallon, South Fork, Summit Lake, Walker River

Susan Chiu  
(415) 972-3674  
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California: Cabazon, Elem  
Nevada: Duck Valley, Duckwater, Pyramid Lake

Linda Struna  
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Arizona: Ak-Chin, Cocopah, CRIT, Gila River, Yavapai-Prescott  
California: Rincon

Veronica Adams  
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California: Augustine, Cold Springs, Jamul, La Posta, Ramona, Chemehuevi  
Nevada: Moapa

Vernese Gholson  
(415) 947-4299  
[gholson.vernese@epa.gov](mailto:gholson.vernese@epa.gov)

California: Agua Caliente, Dry Creek, San Pasqual, Wiyot-Table Bluff

Darlene Fernandez  
(415) 972-3664  
[Fernandez.darlene@epa.gov](mailto:Fernandez.darlene@epa.gov)

California: Blue Lake, Hopland, Sherwood Valley, Trinidad

Fax number for all Grants Specialists: (415) 947-3556

\* Contacts for applicants with continued funding, for questions related to administrative or fiscal matters. (12/07)

**SAMPLE WORKPLAN – FUNDAMENTAL PROGRAM**  
**WATER POLLUTION CONTROL PROGRAM (CWA §106)**

<b>Work Plan Goals with Tasks and Environmental Results</b>		<b>Dates</b>		<b>Outputs &amp; Deliverables</b>	<b>Responsible Staff &amp; Work Years</b>		<b>Estimated Cost*</b>	<b>Suggested Year to Start</b>	<b>Status</b>
<b>EPA Strategic Plan Goal 2: Clean &amp; Safe Water</b>		<b>Start</b>	<b>End</b>						
1	<b>GOAL: Hire staff to assist with developing &amp; implementing a water quality program</b> Task 1(a): Conduct request for proposal (RFP) or hiring action Task 1(b): Finalize contract/hiring action <b>ENVIRONMENTAL OUTCOME: To carry out the goals of the workplan &amp; to establish future water quality goals.</b> <b>EPA Strategic Plan Goal 2 Objective 2.2.1: Protect Water Quality--Improve Water Quality on a Watershed Basis</b>	10/01	11/30	<ul style="list-style-type: none"> <li>Include status of hire in quarterly report</li> <li>Submit resume with quarterly report</li> </ul>	WQS AA	0.01 0.01	\$450	Year 1 of fundamental level	
2	<b>GOAL: Assess quality of surface &amp; groundwater to develop initial baseline status, water quality monitoring program, &amp; water quality indicators (WQIs)</b> Task 2: Gather & evaluate existing water quality data for water bodies (surface & ground water) on Tribal land (at least pH, turbidity, temperature, dissolved oxygen; & if appropriate total phosphorus, total nitrogen (TKN), macroinvertebrates, <i>E. coli</i> or enterococci, basic habitat info., and others as needed) <b>ENVIRONMENTAL OUTCOMES: To describe the current quality of surface &amp; ground waters so that future water quality trends can be identified &amp; measured in order to ensure that water quality can be maintained and improved, as necessary.</b> <b>EPA Strategic Plan Goal 2 Objective 2.2.1: Protect Water Quality--Improve Water Quality on a Watershed Basis</b>	12/01	4/30	<ul style="list-style-type: none"> <li>Submit to EPA Preliminary Water Quality Data Assessment Report</li> </ul>	WQS E/H	0.23	\$10,000	Year 1 of fundamental level	

**SAMPLE WORKPLAN – FUNDAMENTAL PROGRAM**  
**WATER POLLUTION CONTROL PROGRAM (CWA §106)**

<b>Work Plan Goals with Tasks and Environmental Results</b>		<b>Dates</b>		<b>Outputs &amp; Deliverables</b>	<b>Responsible Staff &amp; Work Years</b>	<b>Estimated Cost*</b>	<b>Suggested Year to Start</b>	<b>Status</b>
<b>EPA Strategic Plan Goal 2: Clean &amp; Safe Water</b>		<b>Start</b>	<b>End</b>					
3	<b>GOAL: Develop a water quality monitoring program and water quality indicators for water bodies (surface and/or ground water) on Tribal land per EPA's Guidance on Awards of Grants to Indian Tribes under Section 106 of the CWA (EPA's Tribal CWA 106 Guidance)</b>			Prepare the following and submit to EPA; also prepare for inclusion in QAPP (per goal 4):	WQS E/H	0.23	\$14,200	Year 1 or 2 of fundamental level
	Task 3(a): Understand EPA's water quality monitoring and reporting requirements per EPA's Tribal 106 Guidance	10/01	9/30	<ul style="list-style-type: none"> <li>monitoring strategy(s)</li> <li>monitoring design</li> <li>monitoring sites</li> </ul>				
	Task 3(b): Develop monitoring goals and monitoring strategy(s) per EPA's Tribal CWA106 Guidance and its Appendix A	5/01	9/30	<ul style="list-style-type: none"> <li>water quality indicators</li> </ul>				
	Task 3(c): Establish a baseline monitoring program, including development of a monitoring design and water quality indicators	5/01	9/30	<ul style="list-style-type: none"> <li>description of how monitoring data will be used, displayed, and reported</li> </ul>				
	Task 3(d): Select monitoring sights	5/01	9/30	<ul style="list-style-type: none"> <li>description of monitoring database management system</li> </ul>				
	Task 3(e): Determine how monitoring data will be used, displayed, and reported	5/01	9/30					
Task 3(f): Develop and maintain a water quality monitoring database management system		5/01	9/30					
<b>ENVIRONMENTAL OUTCOME: To determine the physical, chemical, and biological conditions of a water body and evaluate them against water quality indicators (WQIs).</b>								
<b>EPA Strategic Plan Goal 2 Objective 2.2.1: Protect Water Quality--Improve Water Quality on a Watershed Basis</b>								
4	<b>GOAL: Ensure integrity &amp; accuracy in Tribal water quality monitoring efforts</b>			<ul style="list-style-type: none"> <li>Submit draft QAPP to EPA for review</li> <li>Submit final QAPP to EPA for review &amp; approval</li> </ul>	WQS E/H	0.1	\$14,200	Year 2 of fundamental level
	Task 4(a): Obtain and become familiar with EPA's water monitoring quality assurance requirements and guidance: <a href="http://www.epa.gov/Region9/qa/tribes.html">http://www.epa.gov/Region9/qa/tribes.html</a>	12/1	2/28					
	Task 4(b): Draft a Quality Assurance Program Plan (QAPP) in accordance with current EPA requirements & guidance	3/1	6/30					
	Task 4(c): Finalize QAPP per EPA review & guidance	8/1	9/30					
<b>ENVIRONMENTAL RESULT: To ensure scientifically valid results that meet acceptable EPA standards.</b>								
<b>EPA Strategic Plan Goal 2 Objective 2.2.1: Protect Water Quality--Improve Water Quality on a Watershed Basis</b>								



**SAMPLE WORKPLAN – FUNDAMENTAL PROGRAM**  
**WATER POLLUTION CONTROL PROGRAM (CWA §106)**

Work Plan Goals with Tasks and Environmental Results		Dates		Outputs & Deliverables	Responsible Staff & Work Years	Estimated Cost*	Suggested Year to Start	Status	
EPA Strategic Plan Goal 2: Clean & Safe Water		Start	End						
5	<b>GOAL: Implement Tribal water quality monitoring program in accordance with EPA-approved monitoring strategy and EPA-approved QAPP</b> Task 5(a): Determine the physical, chemical, and biological conditions of water body(s) and evaluate them against water quality indicators (WQIs) Task 5(b): Maintain the water quality monitoring data base Task 5(c): Prepare final annual Assessment Report for Surface Water per Appendix A of EPA’s CWA 106 Tribal Guidance Task 5(d): Prepare annual assessment report for groundwater <b>ENVIRONMENTAL OUTCOME: To determine the physical, chemical, and biological conditions of a water body and evaluate them against WQIs so that water quality trends can be identified &amp; measured in order to ensure that water quality can be maintained and improved, as necessary.</b> <b>EPA Strategic Plan Goal 2 Objective 2.2.1: Protect Water Quality--Improve Water Quality on a Watershed Basis</b> <b>EPA Strategic Plan Goal 2 Objectives 2.1.1, 2.1.2, 2.1.3: Protect Human Health--Water Safe to Drink, Fish &amp; Shellfish Safe to Eat, Water Safe for Swimming</b>	10/1	9/30	Include in quarterly reports: <ul style="list-style-type: none"><li>description of monitoring activities conducted during the reporting period</li><li>EPA-approved equipment purchases</li></ul> Submit to EPA: <ul style="list-style-type: none"><li>a final annual Assessment Report for Surface Water</li><li>an annual assessment report for ground water</li></ul>	WQS E/H	0.15	\$14,250	Year 2 or 3 of fundamental level	
6	<b>GOAL: Increase Tribal water quality staff’s knowledge &amp; skills regarding water quality &amp; watersheds; become familiar with and attend:</b> Task 6(a): EPA’s Guidance on Awards to Grants to Indian Tribes under Section 106 of the CWA Task 6(b): EPA Tribal CWA §106 workshop Task 6(c): Tribal/EPA Conference Task 6(d): EPA Tribal Nonpoint Source Pollution Workshop Task 6(e): introductory water quality monitoring workshop Task 6(f): introductory water quality database management class <b>ENVIRONMENTAL OUTCOME: To increase staff knowledge, as demonstrated by staff preparation of “training results” report and “on-the-job” implementation.</b> <b>EPA Strategic Plan Goal 2 Objective 2.2.1: Protect Water Quality--Improve Water Quality on a Watershed Basis</b>	10/1	9/30	<ul style="list-style-type: none"><li>Include in quarterly reports, list of documents reviewed, trainings, meetings, &amp; workshops attended with dates, cost, &amp; who attended</li></ul>	WQS	0.1	\$3,750	Year 1 of fundamental level	

**SAMPLE WORKPLAN – FUNDAMENTAL PROGRAM**  
**WATER POLLUTION CONTROL PROGRAM (CWA §106)**

Work Plan Goals with Tasks and Environmental Results				Dates		Outputs & Deliverables	Responsible Staff & Work Years		Estimated Cost*	Suggested Year to Start	Status	
EPA Strategic Plan Goal 2: Clean & Safe Water				Start	End							
7	<b>GOAL: Educate Tribal Community on the importance of water quality &amp; provide information on the quality of Tribe’s surface &amp; ground water</b> Task 7(a): develop water quality education/outreach program Task 7(b): hold public outreach meetings Task 7(c): quarterly newsletter <b>ENVIRONMENTAL OUTCOME: Changes in awareness and understanding of the status of water quality and related issues, and in an effort to promote &amp; implement pollution prevention, as demonstrated by direct participation in workshops, meetings, etc., &amp; results of clean-up efforts.</b> <b>EPA Strategic Plan Goal 2 Objective 2.2.1: Protect Water Quality--Improve Water Quality on a Watershed Basis</b>			10/01	12/31	semi-annually quarterly	<ul style="list-style-type: none"><li>Submit to EPA education &amp; outreach program description</li><li>Include in quarterly reports a summary of public meetings, newsletter, &amp; other activities</li></ul>	WQS AA E/H	0.12 0.04	\$7,500	Year 1 or 2 of fundamental level	
8	<b>GOAL: Quarterly Reporting to self-evaluate &amp; joint-evaluate annual performance under the grant, including:</b> <ul style="list-style-type: none"><li>Status of each work plan goal, task, deliverable</li><li>Status of expenditures for reporting period</li><li>Summary of accomplishments including the reporting of environmental results &amp; discussion of problems impacting or expected to impact performance</li><li>Tasks not on schedule &amp; proposed dates of completion</li></ul> <b>ENVIRONMENTAL OUTCOME: To evaluate and report on performance under the grant.</b>			1/30	4/30	7/30 10/30	<ul style="list-style-type: none"><li>Quarterly Reports submitted to EPA</li></ul>	WQS	0.04	\$750	Year 1 of fundamental level (required)	
(AA) Administrative Assistant		\$10/hr	(WQT) Water Quality Technician	\$13/hr	TOTAL COST			EPA		MATCH		
(WQS) Water Quality Specialist		\$15/hr	(E/H) Engineer/Hydrologist	\$100/hr	(for 1-year workplan)			\$40,000		\$2,105		
<p>This is a sample format only and is not meant to represent that all activities can be accomplished within a 1-year period. However, it reflects the goals and tasks that a tribe at a fundamental level should strive to accomplish over time, as shown in the column “<i>Suggested Year to Start Task</i>”. Workplans should reflect the goals and tasks that can be reasonably implemented by the tribe within a 1-year workplan period, based upon available resources.</p> <p>Workplans may be prepared in either a chart or narrative format as long as the goals, tasks, and the related environmental results, deliverables, target dates, estimated cost, &amp; responsible staff are clearly identified.</p>									<p>*This reflects the totals of all Costs for each task, including salary, fringe, equipment, contractual, supplies, travel, indirect, etc.</p>			

**SAMPLE WORKPLAN – INTERMEDIATE PROGRAM**  
**WATER POLLUTION CONTROL PROGRAM (CWA §106)**

Work Plan Goals with Tasks and Environmental Results			Dates		Outputs & Deliverables	Responsible Staff & Work Years	Estimated Cost*	Suggested Year to Start	Status		
EPA Strategic Plan Goal 2: Clean & Safe Water			Start	End							
1	<b>GOAL: Determine &amp; correct effects of NPS pollution on Tribal water quality</b> Task 1(a): prepare NPS Assessment & Management Plan in accordance w/EPA’s Tribal Nonpoint Source Planning Handbook Task 1(b): prepare a watershed-based plan in accordance with EPA’s Guidelines on Awarding Tribal NPS Funding and using EPA’s Handbook for Developing Watershed Plans to Restore and Protect our Waters <b>ENVIRONMENTAL OUTCOME: To assess the nature, cause, &amp; effect of NPS pollution on Tribal water quality and to plan for its mitigation.</b> <b>EPA Strategic Plan Goal 2 Objective 2.2.1: Protect Water Quality--Improve Water Quality on a Watershed Basis</b>			7/01	9/30	Submit to EPA for review and approval: <ul style="list-style-type: none"><li>▪ NPS Assessment Report</li><li>▪ NPS Management Plan</li><li>▪ Watershed-based plan</li></ul>	WQS E/H	0.12	\$7,250	Year 1 of intermediate level	
2	<b>GOAL: Become eligible to receive NPS grant funding to address NPS pollution</b> Task 2: Apply for CWA§ 319 Financial Assistance Eligibility (FAE) <b>ENVIRONMENTAL OUTCOME: To assess the nature, cause, &amp; effect of NPS pollution on Tribal water quality and to plan for its mitigation.</b> <b>EPA Strategic Plan Goal 2 Objective 2.2.1: Protect Water Quality--Improve Water Quality on a Watershed Basis</b>			7/01	9/15	Submit FAE application to EPA for review and approval	WQS ATTY	0.02	\$1,500	Year 1 or 2 of intermediate level	

**SAMPLE WORKPLAN – INTERMEDIATE PROGRAM**  
**WATER POLLUTION CONTROL PROGRAM (CWA §106)**

Work Plan Goals with Tasks and Environmental Results		Dates		Outputs & Deliverables	Responsible Staff & Work Years	Estimated Cost*	Suggested Year to Start	Status	
EPA Strategic Plan Goal 2: Clean & Safe Water		Start	End						
3	<p><b>GOAL: Implement Tribal water quality monitoring program in accordance with EPA-approved monitoring strategy and EPA-approved QAPP</b></p> <p>Task 3(a): Determine the physical, chemical, and biological conditions of water body(s) and evaluate them against water quality indicators (WQIs)</p> <p>Task 3(b): Maintain the water quality monitoring data base</p> <p>Task 3(c): Prepare final annual Assessment Report for Surface Water per Appendix A of EPA’s CWA 106 Tribal Guidance</p> <p>Task 3(d): Prepare annual assessment report for ground water</p> <p>Task 3(e): Conduct annual assessment of monitoring program, QAPP, and database to ensure water quality goals are being met; revise as necessary, and submit to EPA for approval</p> <p><b>ENVIRONMENTAL OUTCOME: To determine the physical, chemical, and biological conditions of a water body and evaluate them against WQIs so that water quality trends can be identified &amp; measured in order to ensure that water quality can be maintained and improved, as necessary.</b></p> <p><b>EPA Strategic Plan Goal 2 Objective 2.2.1: Protect Water Quality--Improve Water Quality on a Watershed Basis</b></p> <p><b>EPA Strategic Plan Goal 2 Objectives 2.1.1, 2.1.2, 2.1.3: Protect Human Health--Water Safe to Drink, Fish &amp; Shellfish Safe to Eat, Water Safe for Swimming</b></p>	10/01	9/30	<p>Include in quarterly reports:</p> <ul style="list-style-type: none"><li>description of monitoring activities conducted during the reporting period</li><li>EPA-approved equipment purchases</li><li>findings from assessment of QAPP, monitoring program, &amp; database</li></ul> <p>Submit to EPA:</p> <ul style="list-style-type: none"><li>a final annual Assessment Report for Surface Water</li><li>an annual assessment for ground water \</li><li>revised QAPP for review &amp; approval (if necessary)</li></ul>	WQS E/H	0.15	\$14,250	Year 1 or 2 of intermediate level	
4	<p><b>GOAL: Identify threats to ground water quality &amp; corrective actions</b></p> <p>Task 4: develop groundwater &amp; wellhead protection plan</p> <p><b>ENVIRONMENTAL OUTCOME: To describe the current and potential threats to groundwater quality, so that corrective actions can be identified &amp; developed in order to ensure that groundwater quality can be protected, maintained, and improved, as necessary.</b></p> <p><b>EPA Strategic Plan Goal 2 Objective 2.2.1: Protect Water Quality--Improve Water Quality on a Watershed Basis</b></p> <p><b>EPA Strategic Plan Goal 2 Objectives 2.1.1, 2.1.2, 2.1.3: Protect Human Health--Water Safe to Drink, Fish &amp; Shellfish Safe to Eat, Water Safe for Swimming</b></p>	2/01	5/30	<ul style="list-style-type: none"><li>Submit draft plan to EPA</li></ul>	WQS E/H	0.12	\$8,000	Year 2 or 3 of intermediate level	
		8/01	9/30	<ul style="list-style-type: none"><li>Submit final plan to EPA</li></ul>					

**SAMPLE WORKPLAN – INTERMEDIATE PROGRAM**  
**WATER POLLUTION CONTROL PROGRAM (CWA §106)**

Work Plan Goals with Tasks and Environmental Results		Dates		Outputs & Deliverables	Responsible Staff & Work Years	Estimated Cost*	Suggested Year to Start	Status		
EPA Strategic Plan Goal 2: Clean & Safe Water		Start	End							
5	<b>GOAL: Expand enforcement control measures &amp; develop guidelines to protect water quality, as identified from water quality monitoring &amp; assessment, NPS &amp; watershed assessments, &amp; groundwater/well head protection assessment &amp; plan</b>				Include in quarterly reports to EPA: <ul style="list-style-type: none"><li>ordinance/code evaluation results reporting period</li><li>ordinance/code adoption</li></ul> Submit to EPA: <ul style="list-style-type: none"><li>new/revised ordinances/codes</li><li>draft drywell guidelines</li><li>final drywell guidelines</li></ul>	WQS TP AA E/H ATTY	0.12 0.08 0.06	\$19,000	Year 2 or 3 of intermediate level	
	Task 5(a): Evaluate effectiveness of current codes & ordinances		10/1	9/30						
	Task 5(b): Develop new ordinances/codes or revise existing ones		10/1	9/30						
	Task 5(c): Present ordinances/codes to Tribal Council for adoption		10/1	9/30						
	Task 5(d): Draft guidelines for dry well maintenance/closure		10/1	9/30						
	Task 5(e): Finalize guidelines for dry well maintenance/closure		6/1	9/30						
	<b>ENVIRONMENTAL OUTCOME: To develop, revise, &amp; adopt enforcement tools and guidelines to ensure water quality is improved, protected, and maintained when implemented.</b>									
<b>EPA Strategic Plan Goal 2 Objective 2.2.1: Protect Water Quality--Improve Water Quality on a Watershed Basis</b>										
<b>EPA Strategic Plan Goal 2 Objectives 2.1.1, 2.1.2, 2.1.3: Protect Human Health--Water Safe to Drink, Fish &amp; Shellfish Safe to Eat, Water Safe for Swimming</b>										
6	<b>GOAL: Continue Tribal water quality staff's training (internet, self-paced, or classroom) re: watersheds, source water protection, and water quality monitoring</b>				Include in quarterly reports status & summary of training taken & results, along with dates, cost, & who participated	WQS	0.04	\$2,250	Year 1 of intermediate level	
	Task 6(a): Source Water Protection ( <a href="http://www.epa.gov/watertrain">www.epa.gov/watertrain</a> )		1/01	1/31						
	Task 6(b): Principles of Watershed Management ( <a href="http://www.epa.gov/watertrain">www.epa.gov/watertrain</a> )		6/01	7/31						
	Task 6(c): Stream Corridor Restoration Tools ( <a href="http://www.epa.gov/watertrain">www.epa.gov/watertrain</a> )		8/1	9/30						
	Task 6(d): Attend intermediate level water quality monitoring workshop		November							
	Task 6(e): Attend intermediate level water quality data base management class		March							
	<b>ENVIRONMENTAL OUTCOME: To increase staff knowledge, as demonstrated by staff preparation of "training results" report and "on-the-job" implementation.</b>									
<b>EPA Strategic Plan Goal 2 Objective 2.2.1: Protect Water Quality--Improve Water Quality on a Watershed Basis</b>										

**SAMPLE WORKPLAN – INTERMEDIATE PROGRAM**  
**WATER POLLUTION CONTROL PROGRAM (CWA §106)**

Work Plan Goals with Tasks and Environmental Results			Dates		Outputs & Deliverables	Responsible Staff & Work Years	Estimated Cost*	Suggested Year to Start	Status	
EPA Strategic Plan Goal 2: Clean & Safe Water			Start	End						
7	<b>GOAL: Continue implementation of the water quality education &amp; outreach program for the Tribal Community</b> Task 7(a): hold student workshops Task 7(b): hold public outreach meetings Task 7(c): quarterly newsletter <b>ENVIRONMENTAL OUTCOME and OUTPUT: Changes in awareness and understanding of the status of water quality and related issues, and in an effort to promote &amp; implement pollution prevention, as demonstrated by direct participation in workshops, meetings, etc., &amp; results of clean-up efforts.</b> <b>EPA Strategic Plan Goal 2 Objective 2.2.1: Protect Water Quality--Improve Water Quality on a Watershed Basis</b>			semi-annually semi-annually quarterly	Include in quarterly reports a summary of public meetings, newsletter, workshops & other activities	WQS AA	0.12 0.04	\$7,500	Year 1 of intermediate level	
8	<b>GOAL: Quarterly Reporting to self-evaluate &amp; joint-evaluate annual performance under the grant, including:</b> <ul style="list-style-type: none"><li>Status of each work plan goal, task, deliverable</li><li>Status of expenditures for reporting period</li><li>Summary of accomplishments including the reporting of environmental results &amp; discussion of problems impacting or expected to impact performance</li><li>Tasks not on schedule &amp; proposed dates of completion</li></ul> <b>ENVIRONMENTAL OUTCOME: To evaluate and report on performance under the grant.</b>		1/30 4/30 7/30 10/30		<ul style="list-style-type: none"><li>Quarterly Reports submitted to EPA</li></ul>	WQS	0.04	\$750	Year 1 of intermediate level (required)	
(AA) Administrative Assistant \$10/hr (TP) Environmental Planner \$20/hr						TOTAL COST		EPA	MATCH	
(WQS) Water Quality Specialist \$15/hr (ATTY) Attorney \$100/hr						(for 1-year workplan)		\$50,000	\$2,632	
(WQT) Water Quality Technician \$13/hr (E/H) Engineer/Hydrologist \$100/hr										
<b>This is a sample format only and is not meant to represent that all activities can be accomplished within a 1-year period. However, it reflects the goals and tasks that a tribe at an intermediate level should strive to accomplish over time, as shown in the column “Suggested Year to Start Task”. Workplans should reflect the goals and tasks that can be reasonably implemented by the tribe within a 1-year workplan period, based upon available resources.</b>  <b>Workplans may be prepared in either a chart or narrative format as long as the goals, tasks, and the related environmental results, deliverables, target dates, estimated cost, &amp; responsible staff are clearly identified.</b>								<b>*This reflects the totals of all Costs for each task, including salary, fringe, equipment, contractual, supplies, travel, indirect, etc.</b>		



**SAMPLE WORKPLAN – MATURE PROGRAM**  
**WATER POLLUTION CONTROL PROGRAM (CWA §106)**

Work Plan Goals with Tasks and Environmental Results			Dates		Outputs & Deliverables	Responsible Staff & Work Years	Estimated Cost*	Suggested Year to Start	Status		
EPA Strategic Plan Goal 2: Clean & Safe Water			Start	End							
1	<b>GOAL: Implement Tribal water quality monitoring program in accordance with EPA-approved monitoring strategy and EPA-approved QAPP</b> Task 1(a): Determine the physical, chemical, and biological conditions of water body(s) and evaluate them against water quality indicators (WQIs) Task 1(b): Maintain the water quality monitoring data base Task 1(c): Prepare final annual Assessment Report for Surface Water per Appendix A of EPA’s CWA 106 Tribal Guidance Task 1(d): Prepare annual assessment report for ground water Task 1(e): Conduct annual assessment of monitoring program, QAPP, and database to ensure water quality goals are being met; revise as necessary, and submit to EPA for approval <b>ENVIRONMENTAL OUTCOME: To determine the physical, chemical, and biological conditions of a water body and evaluate them against WQIs so that water quality trends can be identified &amp; measured in order to ensure that water quality can be maintained and improved, as necessary.</b> <b>EPA Strategic Plan Goal 2 Objective 2.2.1: Protect Water Quality--Improve Water Quality on a Watershed Basis</b> <b>EPA Strategic Plan Goal 2 Objectives 2.1.1, 2.1.2, 2.1.3: Protect Human Health--Water Safe to Drink, Fish &amp; Shellfish Safe to Eat, Water Safe for Swimming</b>			10/01	11/30	Include in quarterly reports: <ul style="list-style-type: none"><li>description of monitoring activities conducted during the reporting period</li><li>EPA-approved equipment purchases</li><li>findings from assessment of QAPP, monitoring program, &amp; database</li></ul> Submit to EPA: <ul style="list-style-type: none"><li>a final annual Assessment Report for Surface Water</li><li>an annual assessment for ground water</li><li>revised QAPP for review &amp; approval (if necessary)</li></ul>	WQS E/H	0.15	\$15,250	Year 1 of mature level	
		12/31									
2	<b>GOAL: Protect ground water and source water</b> Task 2: Implement ground water/wellhead protection plan <b>ENVIRONMENTAL OUTCOMES: To maintain or improve the quality of ground water and source water to ensure that its uses are protected</b> <b>EPA Strategic Plan Goal 2 Objective 2.2.1: Protect Water Quality--Improve Water Quality on a Watershed Basis</b> <b>EPA Strategic Plan Goal 2 Objectives 2.1.1, 2.1.2, 2.1.3: Protect Human Health--Water Safe to Drink, Fish &amp; Shellfish Safe to Eat, Water Safe for Swimming</b>			10/01	9/30	Include in quarterly reports description of ground water protection activities conducted during the reporting period	WQS E/H	0.12	\$9,000	Year 1 of mature level	

**SAMPLE WORKPLAN – MATURE PROGRAM**  
**WATER POLLUTION CONTROL PROGRAM (CWA §106)**

<b>Work Plan Goals with Tasks and Environmental Results</b>		<b>Dates</b>		<b>Outputs &amp; Deliverables</b>	<b>Responsible Staff &amp; Work Years</b>	<b>Estimated Cost*</b>	<b>Suggested Year to Start</b>	<b>Status</b>
<b>EPA Strategic Plan Goal 2: Clean &amp; Safe Water</b>		<b>Start</b>	<b>End</b>					
3	<b>GOAL: Implement and continue to expand enforcement control measures and guidelines to protect water quality, as identified from water quality monitoring &amp; assessments, NPS and watershed assessments, &amp; groundwater/well head protection assessment &amp; plan</b>			Include in quarterly reports to EPA	WQS	0.13	\$19,000	Year 1 or 2 of mature level
				▪ description of ordinance implementation activities & water quality results	TP	0.08		
					AA	0.06		
					E/H			
					ATTY			
	Task 3(a): Implement current codes, ordinances, & guidelines	10/01	9/30					
	Task 3(b): Evaluate effectiveness of current codes, ordinances, & guidelines	10/01	9/30					
	Task 3(c): Develop new ordinances, codes, & guidelines or revise existing ones	5/01	9/30	▪ ordinance/code evaluation results				
	Task 3(d): Present ordinances/codes to Tribal Council for adoption	5/01	9/30	▪ ordinance/code adoption				
	Task 3(e): Draft guidelines for decentralized wastewater treatment facilities	10/01	5/30	Submit to EPA				
	Task 3(f): Finalize guidelines for decentralized wastewater treatment facilities	5/30	9/30	▪ new/revised ordinances/codes				
				▪ draft decentralized wastewater treatment facilities guidelines				
				▪ final decentralized wastewater treatment facilities guidelines				
	<b>ENVIRONMENTAL OUTCOME &amp; OUTPUT: To develop, revise, &amp; adopt enforcement tools and guidelines to ensure water quality is improved, protected, and maintained when implemented.</b>							
	<b>EPA Strategic Plan Goal 2 Objective 2.2.1: Protect Water Quality--Improve Water Quality on a Watershed Basis</b>							
	<b>EPA Strategic Plan Goal 2 Objectives 2.1.1, 2.1.2, 2.1.3: Protect Human Health--Water Safe to Drink, Fish &amp; Shellfish Safe to Eat, Water Safe for Swimming</b>							

**SAMPLE WORKPLAN – MATURE PROGRAM**  
**WATER POLLUTION CONTROL PROGRAM (CWA §106)**

Work Plan Goals with Tasks and Environmental Results		Dates		Outputs & Deliverables	Responsible Staff & Work Years	Estimated Cost*	Suggested Year to Start	Status	
EPA Strategic Plan Goal 2: Clean & Safe Water		Start	End						
4	<b>GOAL: Continue Tribal water quality staff’s training (internet, self-paced, or classroom) re: watersheds, source water protection, and water quality monitoring</b>			<ul style="list-style-type: none"><li>In quarterly reports, provide status &amp; summary of training attended &amp; results, along with dates, cost, &amp; who participated</li></ul>	WQS	0.1	\$4,000	Year 1 of mature level	
	Task 3(a): Intro to Water Quality ( <a href="http://www.nedc.nrcs.usda.gov">www.nedc.nrcs.usda.gov</a> )	10/01	1/31						
	Task 3(b): Intro to Watershed Planning Process ( <a href="http://www.epa.gov/watertrain">www.epa.gov/watertrain</a> )	2/1	3/31						
	Task 3(c): Hydrology Training Series ( <a href="http://www.nedc.nrcs.usda.gov">www.nedc.nrcs.usda.gov</a> )	4/1	5/30						
	Task 4(d): Attend advanced water quality monitoring workshop	6/30							
	Task 4(e): Attend advanced water quality database management class	8/30							
	Task 4(f): Attend EPA Water Quality Standards Academy	9/30							
	<b>ENVIRONMENTAL OUTCOME: To increase staff knowledge, as demonstrated by staff preparation of “training results” report and “on-the-job” implementation.</b>								
<b>EPA Strategic Plan Goal 2 Objective 2.2.1: Protect Water Quality--Improve Water Quality on a Watershed Basis</b>									
5	<b>GOAL: Continue implementation of the water quality education &amp; outreach program for the Tribal Community</b>			Include in quarterly reports a summary of public meetings, newsletter, workshops, & other activities	WQS AA	0.12 0.04	\$8,000	Year 1 of mature level	
	Task 5(a): hold student workshops	semi-annually							
	Task 5(b): hold public outreach meetings	semi-annually							
	Task 5(c): sponsor community river clean-up day and quantify water quality benefits	annually							
	Task 5(c): quarterly newsletter	quarterly							
<b>ENVIRONMENTAL OUTCOME and OUTPUT: Changes in awareness and understanding of the status of water quality and related issues, and in an effort to promote &amp; implement pollution prevention, as demonstrated by direct participation in workshops, meetings, etc., &amp; results of clean-up efforts.</b>									
<b>EPA Strategic Plan Goal 2 Objective 2.2.1: Protect Water Quality--Improve Water Quality on a Watershed Basis</b>									

**SAMPLE WORKPLAN – MATURE PROGRAM**  
**WATER POLLUTION CONTROL PROGRAM (CWA §106)**

<b>Work Plan Goals with Tasks and Environmental Results</b>		<b>Dates</b>		<b>Outputs &amp; Deliverables</b>	<b>Responsible Staff &amp; Work Years</b>		<b>Estimated Cost*</b>	<b>Suggested Year to Start</b>	<b>Status</b>
<b>EPA Strategic Plan Goal 2: Clean &amp; Safe Water</b>		<b>Start</b>	<b>End</b>						
6	<b>GOAL: Quarterly Reporting to self-evaluate &amp; joint-evaluate annual performance under the grant, including:</b> <ul style="list-style-type: none"> <li>Status of each work plan goal, task, deliverable</li> <li>Status of expenditures for reporting period</li> <li>Summary of accomplishments including the reporting of environmental results &amp; discussion of problems impacting or expected to impact performance</li> <li>Tasks not on schedule &amp; proposed dates of completion</li> </ul> <b>ENVIRONMENTAL OUTCOME: To evaluate and report on performance under the grant.</b>	1/30		Quarterly Reports submitted to EPA	WQS	0.04	\$750	Year 1 of mature level (required)	
		4/30							
		7/30							
		10/30							
(AA) Administrative Assistant \$10/hr      (TP) Environmental Planner \$20/hr (WQS) Water Quality Specialist \$15/hr      (ATTY) Attorney \$100/hr (WQT) Water Quality Technician \$13/hr      (E/H) Engineer/Hydrologist \$100/hr				<b>TOTAL COST</b> (for 1-year workplan)			<b>EPA</b> <b>\$60,000</b>	<b>MATCH</b> <b>\$3,158</b>	

This is a sample format only and is not meant to represent that all activities can be accomplished within a 1-year period. However, it reflects the goals and tasks that a tribe at a mature level should strive to accomplish over time, as shown in the column “*Suggested Year to Start Task*”. Workplans should reflect the goals and tasks that can be reasonably implemented by the tribe within a 1-year workplan period, based upon available resources.

Workplans may be prepared in either a chart or narrative format as long as the goals, tasks, and the related environmental results, deliverables, target dates, estimated cost, & responsible staff are clearly identified.

\*This reflects the totals of all Costs for each task, including salary, fringe, equipment, contractual, supplies, travel, indirect, etc.

## FORMULA FOR DETERMINING RECIPIENT'S MATCH

(Based on Total Project Costs)



### A. IF YOU KNOW THE TOTAL FEDERAL FUNDS AVAILABLE:

1. Divide the Total Federal Funds available by the maximum federal % allowed.
2. Subtract the amount of Total Federal Funds available in #1 from the amount derived from #2.
3. The amount derived from #3 is the MINIMUM NON-FEDERAL CONTRIBUTION (MATCH).

#### FOR EXAMPLE:

1. If the Federal funds available = \$100,000; and the recipient match is 20%.
2. Then the maximum Federal % = 80% or .80  

$$\frac{\$100,000}{.80} = \$125,000 \text{ (Total project cost)}$$
3. Then  $\$125,000 - \$100,000 = \$25,000$
4. The minimum non-Federal contribution (20%) = \$25,000

### B. IF YOU KNOW THE TOTAL PROJECT COSTS:

1. Multiply the Total Project Costs by the match % needed.
2. The total is your match amount.

#### FOR EXAMPLE:

$$\begin{array}{lcl} \text{If } \$125,000 & = & \text{Total Project Cost and you need 20\% match} \\ \$125,000 \times .20 & = & \$25,000 \text{ (Match)} \end{array}$$

POSSIBLE CWA§106 GRANT AMOUNTS * AND REQUIRED 5% MATCH AMOUNTS		
Possible Federal Assistance	Required Tribal Match	Total Project Cost
\$40,000	\$2,105	\$42,105
\$50,000	\$2,632	\$52,632
\$60,000	\$3,158	\$63,158
\$70,000	\$3,684	\$73,684
\$80,000	\$4,211	\$84,211
\$90,000	\$4,737	\$94,737
\$100,000	\$5,263	\$105,263
* First-time eligible Tribes may receive Federal amounts of \$40,000.		

## MATCHING FUNDS / COST SHARING

### Tribes

**The portion of allowable project costs the grant recipient or a third-party contributes to a grant/cooperative agreement.**

TYPES OF MATCH	EXAMPLES
▶ <b>Cash</b>	◆ Tribal personnel costs
	◆ Tribal travel
	◆ Tribal equipment
	◆ Money contributed by another organization/individual to the Tribe
	◆ Public Law 93-638 funds (Indian Self Determination Act)
▶ <b>In-Kind</b> (Third-Party or Tribal)	◆ Personnel costs donated by another organization (not Tribal employees)
	◆ Services donated by another organization (not Tribe)
	◆ Volunteers (not Tribal employees)
	◆ Equipment donated by another organization (not Tribe)
	◆ Equipment donated by Tribe (non-Federal)

- ***All match/cost sharing funds must be included in the workplan and budget and be part of the grant's Total Project Costs.***
- ***All match/cost sharing funds must conform to the same laws, regulations, grant conditions, etc., as the federal funds within the grant.***
- ***Dollar values must be placed on all donated services according to 40 CFR Part 31.24(b)(6-7).***

#### Items that **CANNOT** be used as match/cost share funds:

- ⚡ **Other Federal funds, except when provided by statute (Public Law 93-638 funds, Indian Self Determination Act).**
- ⚡ **Unallowable costs for the project/program.**



## **Websites - Grant Resources**

### **Grant Information & Requirements (EPA & Federal)**

- ① **EPA (Region 9) Homepage:** <http://www.epa.gov/region09/funding/>
  - links to:
    - Available grants, funding solicitations
    - Application forms (424A, certifications, etc.)
    - EPA Regulations (40 CFR, Parts 31 and 35 B, etc.)
    - OMB Circular A-87, A-133
    - Financial Status Report (SF 269A) & Request for Payment (EPA Form 190-F-04-001)
- ① **EPA (National) Grants Homepage:** <http://www.epa.gov/ogd/>
  - Grants Administration Division links to:
    - National Programs, Information Sources, and Laws and Regulations
    - National Funding Opportunities
    - Suspension & Debarment List
- ① **EPA MBE/WBE Requirements:** <http://www.epa.gov/osdbu/>
  - Minority Business & Women-Owned Business Enterprise requirements under grants
- ① **Tribal Indirect Cost Rates**
  - Dept. Of Interior (National Business Center): <http://www.nbc.gov/icshome.html>  
(Information on indirect cost proposals, DOI staff contact information, etc.)
  - Dept. Of Health & Human Services (list of approved indirect cost rates): <http://rates.psc.gov>
- ① **Data Universal Numbering System (DUNS) Number:** <http://www.dnb.com/us>

- ① **Catalog of Federal Domestic Assistance (CFDA):** <http://12.46.245.173/cfda/cfda.html>
  - Government-wide compendium of all Federal programs, projects, services, and activities that provide grants to the American public. **CFDA for EPA Programs begins with 66.**
  - Click on “Search for Asst. Programs”, “By Agency”, “Environmental Protection Agency”
- ① **Federal Government Pay Schedule:** <http://www.opm.gov/oca/payrates/index.htm>  
(To determine the maximum allowable daily rate for individual consultants.)
- ① **Environmental Federal Register Documents:** <http://www.epa.gov/fedrgstr/>
- ① **EPA’s Info. Collection Reqmnts (Paperwork Reduction Act):** <http://www.epa.gov/opperid1/>
- ① **Government Accounting Standards Board (GASB):** <http://www.gasb.org>

### **TRIBAL INFORMATION**

- ✦ **Region 9 Tribal Water Programs:** <http://www.epa.gov/region09/water/tribal/>
- ✦ **CWA 106 National Tribal Grant Guidance:** <http://www.epa.gov/owm/cwfinance/106tgg07.htm>
- ✦ **Region 9 Tribal Programs:** [http://www.epa.gov/region09/cross\\_pr/indian/index.html](http://www.epa.gov/region09/cross_pr/indian/index.html)
- ✦ **American Indian Environmental Office:** <http://www.epa.gov/indian/index.htm>